

**U.S. DEPARTMENT OF COMMERCE
CHARTER OF THE
UNITED STATES TRAVEL AND TOURISM ADVISORY BOARD**

1. **Committee's Official Designation (Title).** United States Travel and Tourism Advisory Board
2. **Authority.** The Secretary of Commerce (the Secretary) renews the United States Travel and Tourism Advisory Board (Board), pursuant to Commerce's authority under 15 U.S.C. 1512, established under the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App., and with the concurrence of the General Services Administration.
3. **Objectives and Scope of Activities.** The Board shall advise the Secretary on matters relating to the U.S. travel and tourism industry. The Board shall act as a liaison among the stakeholders represented by the membership and shall provide a forum for those stakeholders on current and emerging issues in the travel and tourism industry, ensuring regular contact between the government and the U.S. travel and tourism industry.
4. **Description of Duties.** The Board functions solely as an advisory committee in accordance with the provisions of the FACA.

The Board shall advise the Secretary on government policies and programs that affect the U.S. travel and tourism industry, and the Board shall serve as a forum for discussing and proposing solutions to industry-related problems.

The Board shall act as a liaison among the stakeholders represented by the membership, and may provide a forum for those stakeholders on current and emerging issues in the travel and tourism sector.

The Board shall recommend ways to ensure that the United States remains the preeminent destination for international visitation and tourism throughout the world.

The Board shall report to the Secretary on its activities and recommendations regarding United States travel and tourism. In creating the reports, the Board should survey and evaluate the travel and tourism activities of the stakeholders represented by the membership, should identify and examine specific problems facing the travel and tourism industry, and should examine the needs of the industry to inform the Board's future efforts. The Board should recommend specific solutions to these problems and needs.

5. **Agency or Official to Whom the Board Reports.** The Board shall report to the Secretary through the Under Secretary of Commerce for International Trade and the Assistant Secretary for Manufacturing and Services.
6. **Support.** The International Trade Administration of the U.S. Department of Commerce shall provide administrative and staff services, support, and facilities for the Board.

7. **Estimated Annual Operating Costs and Staff Years.** The estimated annual operating cost of the Board is \$160,000 which includes 1.3 full-time equivalents of staff support. Members of the Board will not be compensated for their services or reimbursed for their travel expenses.
8. **Designated Federal Officer.** The Assistant Secretary for Manufacturing and Services, U.S. Department of Commerce, shall serve as the Executive Director of the Board. The Executive Director shall designate a Designated Federal Officer (DFO) from among the employees of the Office of Advisory Committees of the International Trade Administration's (ITA) Manufacturing and Services unit. The DFO shall approve or call all of the Board's and, when applicable, any Board's subcommittee's meetings, prepare and approve all meeting agendas, attend all committee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Secretary.
9. **Estimated Number and Frequency of Meetings.** The Board shall, to the extent practical, meet a minimum of two times a year. Additional meetings may be called at the discretion of the Secretary or his/her designee. The meetings will take place in Washington, D.C., or elsewhere in the United States or held via teleconference. Members are required to attend a majority of the Board's meetings. If such requirement is not met, service on the Board can be terminated at the discretion of the Secretary.
10. **Membership and Designation.** The Board shall consist of no more than thirty members appointed by the Secretary. Members shall represent companies and organizations in the travel and tourism sector from a broad range of products and services, company sizes, and geographic locations and shall be drawn from large, medium, and small travel and tourism companies, private-sector organizations involved in the export of travel and tourism-related products and services, and other tourism-related entities.

Members of the Board will be selected, in accordance with applicable Department of Commerce guidelines, based on their ability to carry out the objectives of the Board as set forth above and in a manner that ensures that the Board is balanced in terms of points of view, industry subsector, demographics, geography, and company size.


Members serve in a representative capacity, representing the views and interests of their particular business sector, and not as Special Government employees.

The Secretaries of State, Homeland Security and Transportation (or their designees) will serve on the Board as *ex officio*, non-voting members. Other than these *ex officio* members, the Board members shall not be full-time Federal officers or employees.

Each member shall serve for two years from the date of the appointment, at the pleasure of the Secretary. The Secretary may at his/her discretion reappoint any member to an additional term or terms, provided that the member proves to work effectively on the Board and his/her knowledge and advice is still needed.

The Secretary shall designate a Chair and Vice Chair from among the members.

11. **Subcommittees.** The Executive Director may establish subcommittees or working groups from among the Board members, in order to perform specific functions within the jurisdiction of the Board, subject to the provisions of FACA, the FACA implementing regulations, and applicable Department of Commerce guidance. Subcommittees must report back to the parent committee, and do not provide advice or work product directly to the Secretary.
12. **Recordkeeping.** The records of the Board, formally and informally established subcommittees, or other subgroups of the Board, shall be handled in accordance with the General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552. ITA's Office of Advisory Committees shall maintain all files mandated by the FACA and the Department of Commerce's policies on advisory committee management.
13. **Duration/Termination.** This charter will terminate two years from the date of its filing with the appropriate U.S. Senate and House of Representatives oversight committees unless earlier terminated or renewed by proper authority.



Chief Financial Officer and
Assistant Secretary for Administration

8.29.2011
Filing Date